



Town of Riverhead Building Department

201 Howell Avenue, Riverhead, New York 11901

631) 727-3200 Ext. 213, 268, 283

Fax: 631-208-8039

www.riverheadli.com

Sharon E. Klos
Building Permits Coordinator

Richard P. Podlas
Inspector

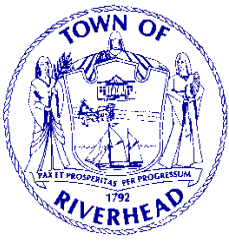
Richard E. Gadzinski
Electrical Inspector

Jack Wherry
Inspector

Mark Griffin
Inspector

Building Permit Renewal Application

1. Building Permit Application (signed and notarized);
2. Disclosure Affidavit (signed and notarized);
3. Inspection sign off sheet;
4. The fee for a renewal permit shall be 25% of the original fee paid or \$100, whichever is greater. The fee must be paid within 30 days of the expiration date. Otherwise, full fee is paid.



APPLICATION FOR BUILDING & ZONING PERMIT

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631-727-3200 ext. 213, 268 and 283 Fax: 208-8039

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Tax Map # _____ - _____ - _____

Application No. _____ Date _____ Permit No. _____ Receipt _____

Approved by _____ Zoning District _____ Building Fee \$ _____ Electrical Fee \$ _____

All information below to be filled out by applicant. A PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK. This application is to be submitted accompanied by building plans drawn to scale in duplicate, showing elevations, floor plans, run and size of joists, rafters, girders, details of footings and foundation, schematic of plumbing and electrical layouts and grade and species of lumber and quality of all material where applicable.

THE OWNER OF THE PROPERTY IS: (PLEASE PRINT CLEARLY)

First Name Last Name Business Name

Mailing Address Town State Zip

Phone Contact Fax Email Address

Property Location of Proposed Work

CONTACT PERSON (if different from owner) The person responsible for the supervision of the work insofar as the Building Code and the Zoning Ordinance apply is:

First Name Last Name

Mailing Address Town State Zip

Phone Contact Fax Email Address

☐ Residential - Estimated value of proposed construction \$ _____

☐ Commercial - Estimated value of proposed construction \$ _____

☐ Single Family Residence

☐ Manufactured/Modular Home

☐ Excavation/Land clearing: approx _____ cu.yds. removed

☐ Addition

☐ Alteration

☐ Accessory Structure

☐ Swimming Pool

Pool Specifications (if applicable)

☐ In ground

☐ Above ground

☐ Hot tub/spa

☐ Deck

☐ _____ Car Attached/Detached Garage

☐ New Commercial Structure

☐ Bulkhead/ Dock

☐ Demolition

☐ Agricultural Worker Housing

☐ Condominium

☐ Use Permit _____

☐ Miscellaneous _____

☐ Heater _____

Electric/Gas

APPLICATION FOR BUILDING & ZONING PERMIT

Please describe project and/or special conditions:

ZONING SPECIFICATIONS: Fill in for new building, or addition to existing building or a change of occupancy. Indicate on the plot plan in triplicate, street names, the location and size of property, the location and setbacks of proposed buildings and existing buildings. Show proposed buildings in dotted lines and existing buildings in a solid line. All distances are measured from property line to nearest part of building. **All work must be in compliance with the New York State Building Code and Fire Prevention Code.**

Proposed building _____ sq. ft.

Second floor _____ sq. ft.

Proposed addition _____ sq. ft.

Garage _____ sq. ft.

Ground floor _____ sq. ft.

Height (from grade to ridge) _____ ft.

Number of bedrooms _____

Impervious surface _____ %

Electrician: _____ License# _____

Mailing Address

Town

State

Zip

Plumber: _____ License# _____

Mailing Address

Town

State

Zip

Contractor: _____ License# _____

Mailing Address

Town

State

Zip

AFFIDAVIT

Town of Riverhead)

County of Suffolk) s.s.

State of New York)

I swear that to the best of my knowledge and belief the statements contained in this application, together with the plans and specifications submitted, are true and complete statements of proposed work to be done on the described premises and that all provisions of the Building Code, Zoning Ordinance, and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work and inspections are authorized by the owner.

Sworn to be before this _____ day

of _____ 20 _____

Signature _____

Owner, Agent or Architect

Notary Public, Suffolk County, New York

Read this document carefully.
You may consult your attorney before completing.

Disclosure Affidavit

STATE OF NEW YORK)

SS:

COUNTY OF SUFFOLK)

I, _____ an applicant for the following
relief: _____ and being duly sworn, deposes and says:

under the penalty of perjury and swear to the truth thereof.

That I understand that this affidavit is required by Section 809 of the General Municipal Law and that a
knowing failure to provide true information is punishable as a misdemeanor. Being so warned, I state:

That _____ is a State Officer, is an officer or employee of Riverhead Town
(Name of Relative)
and:

☐ ***Check here if not applicable (i.e., you have no relative working for the Town of Riverhead.)
and please sign below before a notary public.***

That this person has an interest in the person, partnership or association requesting the above stated relief.

That for the purpose of this section, an officer or employee shall be deemed to have an interest in the applicant where
he, his spouse, or their brothers, sisters, parents, children, grandchildren or the spouse of any of them.

- a. is an applicant,
- b. is an officer, director, partner or employee of the applicant,
- c. legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association, applicant, or
- d. is a party to an agreement with such an application, express or implied whereby he may receive any payment or other benefit, whether or not for services rendered, dependant or contingent upon the favorable approval of such application, petition or request.
- e. That ownership of less than five (5) per cent of the stock of a corporation whose stock is listed on the New York or American Stock Exchange shall not constitute an interest for the purpose of this section.

(Signature)

Sworn to before me this _____ day

of _____, 20____

Notary Public

Town of Riverhead Building Department

ZB NO. _____

4 MONTH EXP. _____

12 MONTH EXP. _____

INSPECTION & CERTIFICATE OF OCCUPANCY INFORMATION SHEET

An inspection must be made by the building department within four (4) months. Applicant must notify the building department for inspections. Construction must be completed and certificate of occupancy must be obtained within twelve (12) months.

The following inspections are required. **Three day notice for inspections is necessary.**

- 1st Inspection: Foundation before backfill (must be damp proofed where applicable). Footings for decks.
- 2nd Inspection: Under slab plumbing, perimeter insulation, and slab preparation before slab is poured.
- 3rd Inspection: Sill plates fastened to foundation.
- 4th Inspection: Strapping
- 5th Inspection: Sheathing
- 6th Inspection: Ice / weather shield protection.
- 7th Inspection: Framing before insulation is applied (includes rough wiring / plumbing) must have air & water test.
- 8th Inspection: Inspection of rough wiring by Town's electrical inspector.
- 9th Inspection: Insulation
- 10th Inspection: Sheetrock (fire rated) on both sides of garage walls, inside of house & inside of garage.
- 11th Inspection: The finished building / electrical inspections (ready for occupancy) all construction completed.

After the required inspections are made, a Certificate of Occupancy must be issued prior to occupying the subject building(s). The following documents are required to be submitted after all of the work is complete:

- ☐ Final Survey (by licensed surveyor) when applicable
- ☐ Electrical Inspectors final Certificate of compliance (issued by the Town of Riverhead Electrical Inspector)
- ☐ Suffolk County Health Department Approval (if required and/or necessary)
- ☐ Plumbers Affidavit of lead content (if required and/or necessary)
- ☐ Final Floor Affidavit
- ☐ Planning Department fees receipt, when required
- ☐ Final inspection and certificate of compliance by the Fire Marshal (when applicable)
- ☐ Approvals from Department of Environmental Conservation and Conservation Advisory Council when applicable, (i.e., when proposed construction is within 150 feet of the boundary of tidal waters, tidal wetlands, freshwater wetlands, natural drainage systems, or other watercourses)
- ☐ Dark Skies Compliance Acknowledgement, if applicable – Please review Outdoor Lighting Code, Chapter 108-246;

The Certificate of Occupancy will be issued after a processing period of at least Seventy-two hours (72) from the time all of the required documents are submitted to this office.

No building may be used or occupied in whole or in part, until a Certificate of Occupancy shall have been issued by the Building Inspector. (All new construction)

No building enlarged, extended or altered, or upon which work has been performed, which required a building permit, shall be occupied or used more than Thirty (30) days after completion, unless a Certificate of Occupancy shall have been issued by the Building Inspector. (All additions, alterations, etc.)

All debris created by land clearing and during construction must be removed from the property. No debris is to be used in backfill of footings and foundation or is to be buried.

The owner/contractor is responsible for all drainage and flooding issues as provided by Section 52-6 (l) of the Town Code.

The person responsible for this site must call in for all inspections listed above.

Signature: _____

Date: _____